The Outlook Calendar

Calendar Entries

These are the different types of entries that you can create in your Calendar.

Appointment	Reserve a time slot once for a designated purpose.
Recurring Appointment	Reserve a time slot more than once for a designated purpose.
Event	Reserve a specific day or group of days for a designated purpose.
Meeting Request	Reserve a time slot once for a designated purpose involving other participants.
Recurring Meeting Request	Reserve a time slot more than once for a designated purpose involving other participants.

Calendar Views: A view is a way to display items in an Outlook folder. Items on your calendar can be viewed in several ways. These are the most common calendar views:

Day	A detailed schedule for one day, divided in hourly time slots
Work Week	The five work days (Mon – Fri) divided in hourly time slots.
Week	The entire week (Mon – Sun) where each day is represented by a box with no time slots.
Month	An entire month with no time slots.

The Calendar consists of two main components.

- The **Appointment Section** is divided into hourly time slots and displays all appointments for that day.
- The **Date Navigator** consists of calendars for two adjacent months that you can use to quickly select a date to display or add items.

Outlook Calendar Appointments

Create an Appointment

1. Open your calendar on the navigation pane.
2. In the **Date Navigator**, select the date of the appointment (you can also select the date and time in the appointment form.)
3. On the toolbar, click the **New Appointment** button to display a new appointment form.
4. Type subject and location.
5. From the start time drop-down list, select the appropriate starting time of the appointment.
6. From the end time drop-down list, select the appropriate ending time of the appointment.
7. Save and close the appointment.

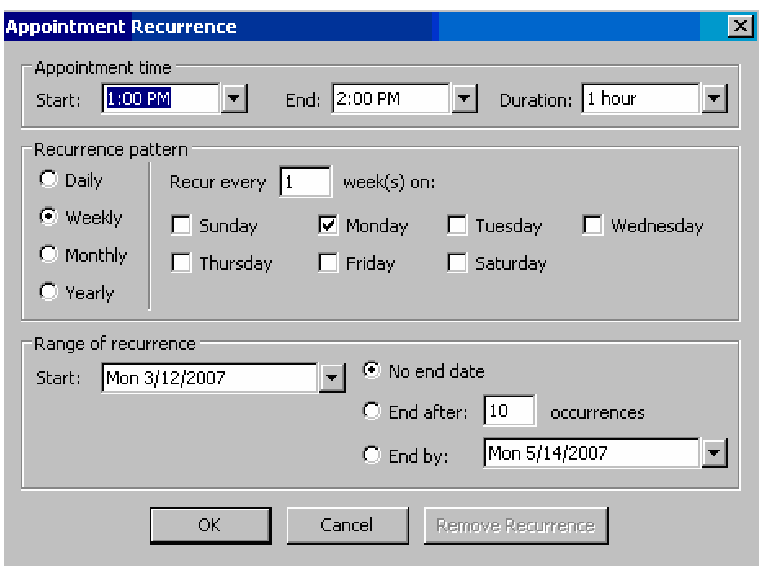
Note: An appointment reminder is a visual and auditory alarm notifying you that you have an appointment. By default, each scheduled appointment has a reminder of 15 minutes.

Creating a Recurring Appointment

1. On the toolbar, click the **New** → **Appointment** button to display a new appointment form, **or** Double-click date and time of appointment on calendar.
2. Type subject and location.
3. From the start time drop-down list, select the appropriate starting time of the appointment.
4. From the end time drop-down list, select the appropriate ending time of the appointment.
5. On the toolbar, click Recurrence icon 

to display the dialog box.

If necessary, in the Recurrence Pattern box, select the recurrence pattern.
If necessary, in the Range of Recurrence box, select the range of recurrence.



6. Click **OK**.
7. **Save and close** the appointment.

Create an Event

1. In the **Date Navigator**, select the date of the appointment
2. On the toolbar, click the **New Appointment** button to display a new appointment form.
3. Type subject and location.

4. Check the **All Day Event** check box.
5. From the end time drop-down list, select the appropriate ending time of the appointment.
6. From the show time drop-down list, select the desired option.
7. **Save and close** the appointment.

Assign a Category to an Appointment

You have added business appointments to your calendar. You can also add a category to quickly identify which appointments were the most important. A **Category** is a keyword or phrase that you assign to related items so that you can easily track the items.

To add a category to an existing appointment

1. Open the appointment to which you want to assign a category or Right-click the appointment and choose **Category.**
2. In the Available Categories list box, check the category to which you want to assign the appointment, **or** create a new category.
3. Click **OK.**

Edit an Appointment

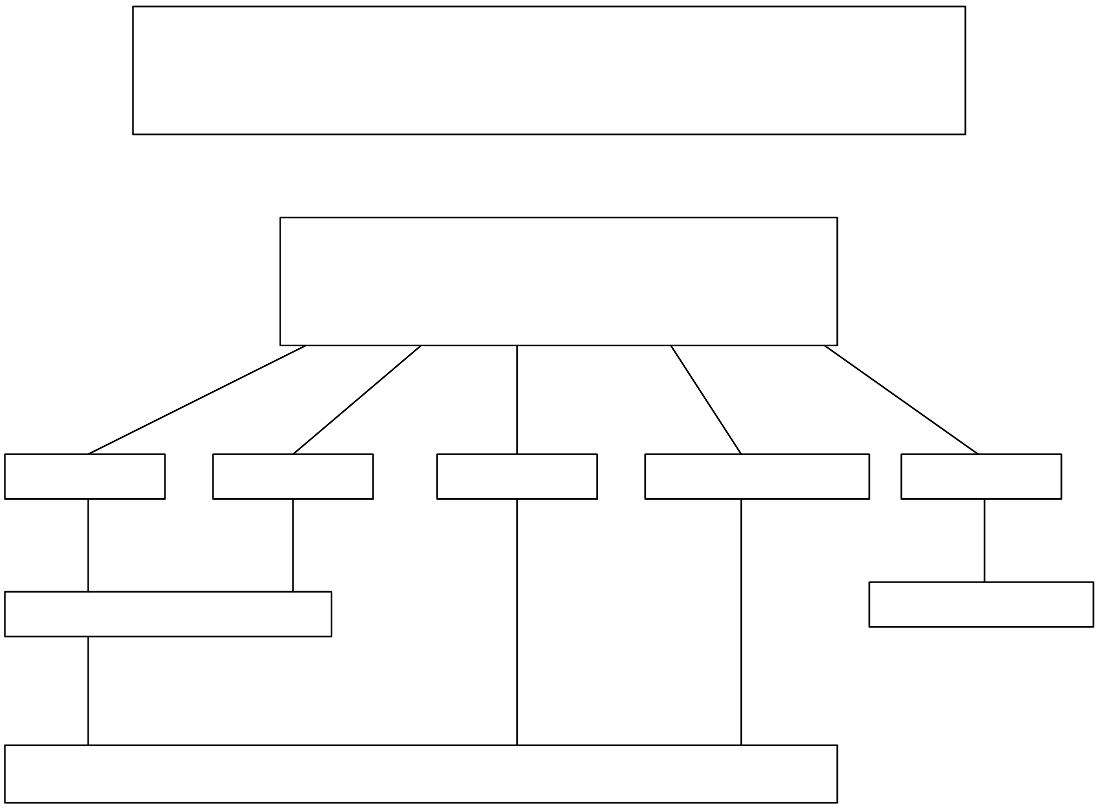
1. Open the Appointment form of the appointment that you want to edit.
2. Make the appropriate edits in the appointment form.
3. Click **Save and close**.

Delete Appointments

There are a few options for deleting an appointment:

- Right-click the appointment and choose **Delete**.
- Select the appointment and on the toolbar, click the **Edit → Delete**.
- Open the appointment in calendar, click **File → Delete**.

Scheduling Meetings
The process begins with a meeting form that you complete and send to all the meeting participants. The meeting is scheduled on **your** Calendar as soon as you send the meeting form. As each participant accepts or tentatively accepts that meeting, it is scheduled on their calendar and a response is sent to the meeting organizer via email. If the meeting is declined or a new time is proposed, a reply is sent. See below for the meeting scheduling process.



The **Meeting Form** is used to invite participants to a meeting. It consists of three tabs:

- The **Appointment** tab allows you to enter a subject, a location for the meeting, start and end times, and any other information regarding the meeting.
- The **Scheduling** tab allows you to coordinate the meeting to fit the schedules of all attendees.
- The **Tracking** tab displays the meeting participants and their replies. This section is not visible until the Meeting form is sent to the participants.

Meeting Organize

A **Meeting Resource** is an item with its own email account that you can schedule for a meeting, and it will automatically accept or reject meeting invitations.

How to schedule a Meeting

1. In the **Date Navigator (calendar)**, select the date of the meeting.
2. In the **Appointment** section, entered information regarding the time the Meeting on your calendar.
3. **Save and Close**.
4. On the toolbar, click the **New** button drop-down arrow and

select **Meeting Request** to display a new Meeting form.

5. Address the request by using the Address book, click **To** to display the **Select Attendees and Resources** dialog box.
6. In the list box, select the attendees.
7. Click **Required** to add the selected user names to the Required text box.
8. In the list box, select the resources (if necessary).
9. Click **Resources** to add the selected resources to the resources text box (if necessary.)
10. Click **OK** to return to the meeting form.
11. Enter a meeting information (location, start and end time, etc.).
12. Click **Send** button.

Reply to a Meeting Request

To accept or decline a meeting request:

1. In the **Inbox**, open the meeting request message.
2. On the toolbar, click Calendar to check your calendar.
   - To accept a meeting request**.**
     - On the toolbar, click **Accept**
     - In the message box, click **OK** to send the response.

   - To decline a meeting request
     - On the toolbar, click **Decline**. A message box is displayed.
     - Click **OK** to edit the response before sending.
     - Type a response, click **OK.**

   Note: You can choose to send the response without editing it or decline with sending a response.
3. Click **Send.**

Propose a New Meeting Time

If you receive an invitation for a meeting which you need to attend but are not available at the scheduled time, you could propose a new time for the meeting. To propose a new meeting time:

1. In the **Inbox**, open the meeting request message.
2. On the toolbar, click **Propose New Time** to display the dialog box.
3. From the start time drop-down list, select a new time.
4. Click **Propose Time** to display the Meeting Response form.
5. Type a response.
6. Click **Send.**

Track Meeting Responses

You can quickly track who has responded and who has not responded to a meeting request, to track meeting responses:

1. Display the Calendar.
2. Display the date on which the meeting is scheduled.
3. Double-click the meeting to open it.
4. Select the **Tracking** tab.
5. Click the Close button to close the meeting form.

Update Meeting Request

If you need to change the meeting day, time or location, you can update a meeting request:

1. In the Calendar, open the meeting form.
2. Make the appropriate changes.
3. Send the update button to update attendees of the change.
4. If you don’t need to notify the attendees of the change, on the toolbar, click **Save and Close**.

Cancel a Meeting Request

When you cancel a meeting, each participant is automatically notified via email, so you don’t have to worry about any participant showing up for a meeting that has been cancelled. In addition, the participant calendars will be clear so they can schedule another meeting for that time. To cancel a meeting:

1. In the **Calendar**, select the meeting entry that you want to cancel.
2. On the toolbar, click **Delete**. A message box is displayed. The option to send a cancellation message and delete the meeting is selected.
3. Click **OK**. A meeting form is displayed.
4. Enter a message (if necessary).
5. Click **Send** to send the cancellation message.

Print the Calendar

To print the calendar:

1. With the **Calendar** open, on the toolbar, click the **Print** button to display the dialog box.
2. From the **Print Style** list, select a calendar style.
3. In the **Print Range** box, specify the start date to designate the start time that you want printed.
4. In the **Print Range** box, specify the end date to designate the end time that you want printed.
5. Select other print options (if desired).
6. Click **OK**.